Instructor: Uyen Tran-Parsons, Ph.D.
Office Hours: Monday/Wednesday, 12 pm – 3 pm
Office Location: Matthews Hall 214 (Available by Zoom for spring 2021)
(940) 565-4873
Uyen.Tran@unt.edu

COURSE DESCRIPTION
Prerequisite: None
Credits: 3 – 6 hours
Supervised professional activities in post-secondary teaching, research or administration.
The purpose of this internship/field problem is to provide an opportunity for higher education students to learn more about the profession through supervised practice experience.

LEARNING OUTCOMES
Students will:
- Understand the concepts behind supervised practice
- Examine their experience along with supervisors and faculty
- Learn cultural dynamics of the workplace
- Gain knowledge of how theory relates to practice
- Learn to apply a model of integrated theory and practice
- Learn to establish and complete learning objectives specific to higher education practice

FORMAT
Field work
RECOMMENDED READINGS


INTERNSHIP & FIELD PROBLEM COURSE REQUIREMENTS

1. Internship/Field Problem Agreement and Guidelines

   Each student must complete an internship/field problem agreement outlining the purpose of the internship/field problem, description of the site, learning objectives and activities, skills addressed and outcomes/assessments. This agreement must be signed by the student, the site supervisor, and the faculty coordinator by the second week of the internship/field problem.

   Students are encouraged to keep a journal of their experience describing tasks, outcomes, and insights for future reference when completing the culminating assignment for this course.

   * Students can enroll in field problem if they are full-time professionals in a college or university. If the student is in a site at which she/he is employed, the supervisor must verify that a specified period of time will be spent on a project to be identified by the site supervisor, the faculty coordinator and the student.

2. Faculty Coordinator Meeting

   All interns/field problem students are expected to meet with the faculty coordinator at least once before the start of an internship. This meeting may constitute one hour of internship time on the hour log.

3. Hours Log (internships only)

   A student must enroll in internship if they are not full-time professionals in a college or university. All students enrolled in internship are expected to complete a total of 180 hours (two 90-hour sessions) in on-site, supervised practice. These hours must be unpaid unless approved by the faculty coordinator.

4. Supervisor Assessment

   Each internship supervisor should complete a supervisor assessment evaluating knowledge, skills, and abilities gained during the internship. Assessments should be emailed directly from the supervisor to the instructor (Uyen.Tran@unt.edu).

5. Internship: Final Paper OR Presentation

   In culmination of the internship experience, the student must submit a paper (10 full-page minimum, excluding cover page and references) or presentation (15 minutes with a fully developed PowerPoint) summarizing their experience. The following is a suggested layout for the final paper or presentation:

   - **Introduction**: Describe the preparation for the internship
   - **Context**: Describe the application process, internship site, and learning objectives
Projects: Discuss the projects and responsibilities assigned during the internship. Describe what new information was gleaned from the experience.

Conclusion: Summarize the paper and discuss how your experiences have influenced your understanding of the field.

Presentations will be presented at the end of the semester. In order to receive full credit, students must stay for the entire duration of the meeting and support fellow classmates who are also presenting.

Field Problem: Final Paper
The final paper for the field problem will consist of a minimum of 15 full pages identifying the problem and the strategies proposed to address that problem during the class session. The paper should focus on the process of identifying and addressing the problem, not the product outcome. The following is a suggested layout for the final paper which should be a minimum of 15 pages, excluding title pages and references:

Introduction: Describe the purpose, scope, and strategy of your paper (1 to 2 pages).
Field Problem: Discuss the identified problem and its impact on the field (4 to 5 pages).
Review of the Literature: Review and discuss at least three literature sources related to the field problem (5 to 6 pages).
Strategies: Discuss two themes, issues, or problems that you see emerging from the reviewed literature. Explain what insights you gained regarding your topic (4 to 5 pages).
Conclusion: Summarize the paper and discuss how your experiences have influenced your understanding of the field problem (1 to 2 pages).

APA (7th ed.) is the designated format for all papers. You are expected to conform to the highest standards of academic integrity by not using work submitted for another class, citing all work that is not your own, and refraining from any form of plagiarism. Academic dishonesty will result in either a failing grade for the assignment, a failing grade for the class, or both.
GRADING POINT SYSTEM

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Agreement &amp; Guidelines</td>
<td>15 points</td>
</tr>
<tr>
<td>Internship Hours</td>
<td>10 points</td>
</tr>
<tr>
<td>(internship only; includes faculty coordinator meeting)</td>
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<tr>
<td>Supervisor Assessment</td>
<td>50 points</td>
</tr>
<tr>
<td>Internship Final Paper or Presentation</td>
<td>25 points</td>
</tr>
<tr>
<td>OR Field Problem Paper</td>
<td>OR 35 points</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 points</td>
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GRADING SCALE

A  100-90 points
B  89-80 points
C  79-70 points
F  Fewer than 70 points

IMPORTANT DUE DATES

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date</th>
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<tbody>
<tr>
<td>Internship Agreement &amp; Guidelines</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>Supervisor Assessment</td>
<td>April 26, 2021</td>
</tr>
<tr>
<td>Final Papers</td>
<td>April 26, 2021</td>
</tr>
<tr>
<td>Internship Hour Log</td>
<td>April 26, 2021</td>
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</tbody>
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*Exact date TBD for internship students who wish to complete a presentation instead of a final paper. Presentations will occur sometime between April 19-30.
IMPORTANT UNIVERSITY POLICIES TO KNOW

Succeed at UNT:
Show Up - Find Support - Take Control - Be Prepared - Get Involved - Be Persistent

Academic Integrity and Academic Dishonesty
Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Academic Dishonesty includes cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. The policy and procedures are available at: http://vpaa.unt.edu/academic-integrity.htm.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Disability Access
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Access website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

EagleConnect
All UNT students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect.
For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu. This is the main electronic contact for all course-related information and/or material.

**Emergency Notifications and Procedures**
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Observation of Religious Holy Days**
If you plan to observe a religious holy day that coincides with a class day, please notify your instructor as soon as possible.

**Retention of Student Records**
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about students’ records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy.

**Sexual Discrimination, Harassment, & Assault**
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Esther Oppong is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**Student Perceptions of Teaching (SPOT)**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be
made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

**Food & Shelter Insecurity**

If any student is experiencing difficulty affording groceries or accessing food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, please contact the Dean of Students Office located on the 4th floor of the Union, Suite 409 or by calling 940-565-2648. Staff are readily available to help you acquire basic needs. Furthermore, please know that your instructors are always available to help if you feel uncomfortable going to the Dean of Students office by yourself.

The **UNT Food Pantry** is located on the first floor of Crumley Hall at 1621 W. Highland St., 76201. They are open Monday - Thursday from 10 am - 7 pm, and Friday 10 am - 5 pm. There is also a Food Pantry located at the Discovery Park campus, Room A160. They are open Monday - Friday, 8 am - 5 pm.